

1 BILL NO. S-96-03-03

2 SPECIAL ORDINANCE NO. S- 22-96

3 AN ORDINANCE of the Common Council  
4 ratifying a collective bargaining  
5 agreement for employees of the City  
6 of Fort Wayne/Civil City represented  
7 by the OFFICE & PROFESSIONAL  
8 EMPLOYEES INTERNATIONAL UNION LOCAL  
9 #325 for the years 1996, 1997 and  
10 1998.

11 WHEREAS, this Council is required to approve  
12 all collective bargaining decisions with regard to annual  
13 pay and monetary fringe benefits; and

14 WHEREAS, an agreement has been reached by and  
15 between the City and the OFFICE & PROFESSIONAL EMPLOYEES  
16 INTERNATIONAL UNION LOCAL #325 through collective  
17 bargaining as authorized and envisioned by the City's  
18 ordinances; and

19 WHEREAS, said agreement is for three (3) years,  
20 and pursuant to Indiana law, the compensation provided  
21 for therein must be annually ratified; and

22 WHEREAS, this ordinance is necessary to ratify,  
23 fix and establish such compensation for said employees of  
24 the City of Fort Wayne/Civil City for the year 1996 and  
25 to approve the other provisions of said agreement.  
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1 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON  
2 COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

3 SECTION 1. The collective bargaining agreement  
4 by and between the City of Fort Wayne and the OFFICE &  
5 PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL #325 a  
6 copy of which is attached hereto, marked Exhibit "A" and  
7 incorporated herein, is hereby approved and ratified.  
8

9 SECTION 2. That this ordinance shall be in  
10 full force and effect from and after its passage, and any  
11 and all necessary approval by the Mayor.  
12  
13

14 \_\_\_\_\_  
15 Council Member

16 APPROVED AS TO FORM  
17 AND LEGALITY

18   
19 J. Timothy McCaulay, City Attorney  
20  
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## MEMORANDUM

### LAW DEPARTMENT

**TO:** MEMBERS OF COMMON COUNCIL

**FROM:** J. TIMOTHY MCCAULAY, CORPORATION COUNSEL

**DATE:** March 7, 1996

**SUBJECT:** OPEIU CONTRACTS. CIVIL CITY AND CITY UTILITIES - 1996-1998

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**BACKGROUND:** The OPEIU represents a bargaining unit composed of approximately 49 service, maintenance, office and clerical employees in the City Utilities, and 4 office employees in Civil City.

<u>1995 Pay Rate</u>	<u>No. of Employees</u>
Below \$10.00/hr	7
Between \$10.00 and \$11.00/hr	18
Between \$11.00 and \$12.00/hr	21
Between \$12.00 and \$13.00/hr	2
Over \$13.00/hr	5

**THE NEW AGREEMENT:** The new agreement effective January 1, 1996 is for 3 years on wages and language.

#### A. COMPENSATION

1. 1996 base wages shall be increased by 2.5% over 1995 wages.
2. 1997 base wages shall be increased by 3.75% over 1996 wages.
3. 1998 base wages shall be increased by 3.25% over 1997 wages..

**B. INSURANCE COPAYMENT:** The insurance copayment for 1996 shall remain the same as 1995 rates for the City's basic \$250 deductible. The insurance copayment for 1997 will increase to a maximum of 10% over 1996 rates. The insurance copayment for 1998 will increase to a maximum of 10% over 1997 rates.



**C. NEW PROVISIONS:**

**1. Removal of City Utilities Accounting Department from Union**

Due to the confidentiality of the positions in the Accounting Department, the OPEIU and the City have agreed to remove the department from the OPEIU bargaining unit. The City will propose new salaries for these position and will include at least a 3% increase over current salaries.

**2. Office Services Removed from City Utilities**

Effective January 1, 1996 Office Services Department has been removed from City Utilities and has been placed in Civil City. Due to this change, there will be a separate contract prepared for Civil City OPEIU.

**3. Sick Leave and Accident Leave**

Employees who become members of the bargaining unit after December 31, 1995 shall accrue paid sick leave at the rate of 1.54 hours per week of full employment (two weeks per year).

**4. Abuse of Sick Leave Privileges**

Sick leave shall be deemed abusive under detailed instances.

**5. Funeral Leave**

City Policy plus one (1) day off to attend the funeral of a niece or nephew.

**6. Vacation**

After one (1) full year of service, the employee shall be eligible for two (2) weeks (10 days) of paid vacation, and will be accrued at a rate of 1.54 hours for each week employed in a pay status. Vacation time may be used as it is accrued with supervisor approval. Time which is not accrued may not be taken.

**7. Personal Time**

Employees hired after December 31, 1995 will receive five (5) personal days per year.

Employees hired prior to January 1, 1996 will receive a longevity bonus equal to sixteen (16) hours x hourly rate per year at five (5) years of service and every year based on eliminating the birthday holiday and the additional personal days offered at twenty-five (25) years of service.



Read the first time in full and on motion by Henry,  
and duly adopted, read the second time by title and referred to the  
committee on Ravine (and the City Plan Commission  
or recommendation) and Public Hearing to be held after due legal notice, at  
the Common Council Council Conference Room 128, City-County Building, Fort  
Wayne, Indiana, on \_\_\_\_\_, 19\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_  
M., E.S.T.

DATED:

3-12-96

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Henry,  
and duly adopted, placed on its passage. PASSED  
by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>8</u>			<u>1</u>
BENDER	<u>✓</u>			
CRAWFORD	<u>✓</u>			
EDMONDS	<u>✓</u>			
HALL	<u>✓</u>			
HAYHURST				
HENRY	<u>✓</u>			<u>✓</u>
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			

DATED:

3-26-96

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,  
Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)

SPECIAL) (ZONING) ORDINANCE - RESOLUTION NO. 8-22-96  
on the 26th day of April, 1996

ATTEST:

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

(SEAL)  
DD Schmidt  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on  
the 27th day of March, 1996,  
at the hour of 11:00 o'clock PM, M., E.S.T.

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 27th day of March,  
1996, at the hour of 12:30 o'clock P M., E.S.T.

PAUL HETMKE  
PAUL HETMKE, MAYOR



CIVIL CITY  
OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION  
LOCAL 325

January 1, 1996 thru December 31, 1998

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## **PREAMBLE**

This Agreement is made and entered into by and between the City of Fort Wayne, Indiana, hereinafter referred to as the Employer, and Office and Professional Employees International Union Local 325, AFL-CIO, hereinafter referred to as the Union. Furthermore, whenever the male gender is used in this Agreement, it shall include the female gender where applicable.

Witnesseth: Whereas the City of Fort Wayne owns and operates water and sewage utilities and supplies such services to schools, parks, playgrounds, public buildings, and other municipal facilities, as well as to its regular customers, and, provides through Civil City, office supplies for all departments in Civil City and City Utilities, and,

Whereas, the nature of these services requires continuity of operation,

Therefore, to facilitate the peaceful adjustment of differences that may arise and to promote harmony and efficiency for the mutual benefit of the Employer, its employees, and the general public, the parties to this Agreement have agreed together as follows:

## **ARTICLE I - Period of Agreement**

Section 1. Working Agreement: (a) This Agreement shall take effect at the conclusion of satisfactory negotiations, but not before the 1st day of January, **1996**, and shall continue in force and effect through the 31st day of December, **1998**, and from year to year thereafter, unless it is cancelled or amended.

(b) Notice of cancellation or requests for amendment shall be submitted no later than October 1, **1998**, or October 1 of any subsequent year. If amendments are desired, the contents of the amendments shall accompany the notice. If agreement has not been reached on or before



November 30, 1998, or November 30 of any subsequent year and if either party considers the negotiations to date to be unsatisfactory, then either party shall have the prerogative of issuing a thirty-day cancellation notice to be effective on December 31, 1998, or on the anniversary date of any subsequent year. During this notice period, both parties agree to continue negotiations in an effort to reach a settlement.

(c) Changes in the working agreement agreeable to both parties may be made at any time.

Section 2. Wage Schedules: (a) The wage and salary rates set out in Schedule A shall take effect at the conclusion of satisfactory negotiations, but not before the 1st day of January, 1996.

(b) Changes in the wage schedule agreeable to both parties can be made at any time.

## **ARTICLE II - Union Recognition**

Section 1. Recognition: (a) The Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for its full-time regular and probationary clerical employees working in or out of the General Office in the job classifications listed in Article VIII and in such job classifications which may be created hereafter having a job content primarily of clerical work.

(b) The Employer agrees not to interfere with the rights of its employees to become members of the Union and shall not in any manner discriminate against any employee because of membership or official position in or lawful activities on behalf of the Union.

Section 2. Agency Shop: (a) As a condition of continued employment, all employees whose job classifications are covered by this Agreement and who elect not to become members of the



Union (1) shall pay to the Union directly an agency shop fee as determined by the Union and (2) shall thereafter pay to the Union, either directly or through payroll deductions, a monthly fee as determined by the Union. Each employee who subsequently enters a bargaining unit job shall begin such payments in the month in which he completes his first three months of service in such job.

(b) If an employee fails to comply with the foregoing provisions, the Union shall advise him by certified letter (with a copy to the Personnel/Labor Relations Director) that, if he doesn't pay or arrange to pay his arrears within seven calendar days after receiving the letter, the Union will request the Employer to terminate his employment. If the employee has not complied by the end of the period, the Union shall notify the Personnel/Labor Relations Director, who shall give the employee a further seven-day notice. If the employee has still not complied at the end of that period, he shall be removed from employment with the Employer, losing all seniority rights and other rights and benefits established by this Agreement.

(c) The Union agrees to indemnify and hold the Employer harmless from any and all claims or rights of action which may be hereafter asserted by any person now or hereafter employed by the Employer and which arise out of the inclusion or enforcement of the provisions of this agency shop section.

(d) After ninety (90) days, all temporary employees who work more than twenty (20) hours per week will be required to pay the Union directly an amount equal to the Union initiation fee and shall thereafter pay to the Union each month either directly or through payroll deduction an amount equal to the regular monthly dues and fees in effect for other employees in the bargaining unit who are members of the Union.

Section 3. Dues Checkoff: (a) With proper authorization, including voluntary written wage



assignments from employees who are covered by this Agreement, the Employer shall deduct each month from the earnings of each of said employees an agreed upon amount representing current regular monthly Union dues and fees and shall remit such monies together with the appropriate records to the proper Union official. Any individual wage assignments may be revoked by the employee by giving proper written notice to the Employer. In the event of an overcharge already remitted to the Union, it shall be the responsibility of the Union alone to adjust the matter with the employee overcharged. In the event of an undercharge, the Employer shall make the necessary additional deductions in the next succeeding month or months. In any case, the Employer's responsibility shall not go beyond exercising normal and usual care in carrying out its obligations under this paragraph. The Union will protect the Employer from any and all further liabilities and claims which may arise under this paragraph.

(b) Any concerted action on the part of the Union, such as strike or slow downs, will result in the Union dues check-off being suspended for one (1) year, starting from the day of such strike or slow down.

Section 4. Bargaining Committee Pay: Each member of the Bargaining Committee, which shall not exceed four (4) in number, shall be compensated at his regular straight time rate for each hour spent in attendance at meetings regularly scheduled with the management during his scheduled hours of employment.

Section 5. Grievance Committee Pay: Members of the Grievance Committee, which shall not exceed a total of three in number at any one time, who are required to transact business with the Employer and are required to be absent from their regular job duties shall be allowed to transact the business without loss of regular pay.



Section 6. Transfer Out of Bargaining Unit: (a) Any employee transferred, promoted or appointed from a classification within the bargaining unit to a supervisory or other excluded classification shall, upon the expiration of that job or of his tenure in that job, be restored 1) to his former position, or

2) if such position has been eliminated, to the highest classification attained prior to holding such eliminated position, or 3) all else failing, to any other bargaining unit classification for which his abilities and seniority qualify him. During all such absences, the employee shall not continue to accrue seniority and rights in the bargaining unit.

(b) In the foregoing situations, any such employee must be able to perform satisfactorily the duties set out on the job description of his former classification of work. If he is unable to do so, he shall have the right to any job in the bargaining unit for which his abilities and seniority qualify him.

### **ARTICLE III - Management Rights and Responsibilities**

Section 1. Except as otherwise provided in this Agreement, the Employer, in the exercise of its functions of management, shall have the right to decide the policies, methods, fair work and safety rules, direction of employees, assignment of work, equipment to be used in the operation of the Employer's business, the right to hire, discharge, suspend, discipline, promote, demote, assign and transfer employees and to release such employees because of lack of work or for other proper or legitimate reasons. The enumeration of the above management prerogatives shall not be deemed to exclude other prerogatives not enumerated which management may now have. The exercise of these rights by management shall not be used for the purpose of discrimination or injustice against



members of the Union, recognizing that all employees are to be treated with fairness and justice.

Any actions that may be taken by management pursuant to this section shall be subject to the grievance procedure as outlined in Article V of this Agreement.

Section 2. Non-discrimination: The parties agree that there shall be no discrimination in employment opportunities because of race, creed, sex, national origin, or age, as provided in Title VII of the 1964 Civil Rights Act, as amended, and the Age Discrimination in Employment Act of 1979. Any conflict between this Agreement and the Americans With Disabilities Act shall be resolved in favor of the Act.

#### **ARTICLE IV - Mutual Undertakings**

(a) The Union agrees for its members who are covered by this Agreement that they will individually and collectively perform loyal and efficient work and services, that they will use their influence and best efforts to protect the property of the Employer and its services to the public, and that they will cooperate in promoting and advancing the welfare of the Employer's programs and the protection of its service to the public at all times.

(b) The Union further agrees that in no event whatsoever will any of the employees covered by this Agreement be permitted to cease the continuous performance of their duties in order to coerce the Employer in a dispute.

(c) The Union agrees that, if any of the employees covered herein do cease work of their own volition, the Employer will be free to replace such employees and obtain competent services to continue its normal operation.



(d) The Employer agrees not to prevent the continuous performance by the employees of duties required in the normal and usual operation of the departments, but this shall not be interpreted to restrain the Employer from awarding contracts for work covered by this Agreement when greater efficiency or economy would result. However, no contracting of work will be made for the purpose of discriminating against the Union or any employee. Management shall have the right to perform or to subcontract work of a kind or nature historically performed by bargaining unit employees, so long as the following provisions are complied with:

(1) Effective January 1, 1993, no bargaining unit employee who has one year or more seniority and who is currently performing work affected by any decision to have management so perform or contract work out will be offered less than 40 hours per week, nor suffer any loss in wage rate, nor be laid off.

(2) Effective January 1, 1994, no bargaining unit employee who has two years or more seniority and who is currently performing work affected by any decision to have management so perform or contract work out will be offered less than 40 hours per week, nor suffer any loss in wage rate, nor be laid off.

(3) Effective January 1, 1995, no bargaining unit employee who has three years or more seniority and who is currently performing work affected by any decision to have management so perform or contract work out will be offered less than 40 hours per week, nor suffer any loss in wage rate, nor be laid off.

Work performed by employees in positions designated as Confidential, Supervisory, or Professional by the Common Council, in the year 1992 or thereafter, shall not be considered work of a kind or nature historically performed by bargaining unit employees.



**(e) The Union agrees to the removal of the Accounting Department from the Union effective January 1, 1996. No employee removed shall be RIF for one year ending December 31, 1996. For 1997 and 1998, any RIF must follow contract procedures. Thereafter, City RIF policies and procedures control. The City will propose new salaries to the Salary Review Committee for these positions and will include at least a 3% increase over current salaries.**

**(f) The City and the Union agree to meet and confer once the City establishes a random drug testing policy for non-union employees.**

## **ARTICLE V - Grievance and Arbitration**

Section 1. Grievance Procedure: The Employer and the Union recognize that, from time to time, grievances, disputes and complaints arise over matters within the purview of this Agreement. Therefore, whenever the Union or any employee covered by this Agreement feels that the Employer has acted erroneously or improperly in interpreting and applying any of the provisions of this Agreement, then the Union or the employee, within thirty (30) calendar days of the Employer's action, may invoke the provisions of this Article V. The grievance shall be processed during the regular working hours in the manner hereinafter set forth.

Step 1: The grievance shall be written and presented by the aggrieved employee and/or Union representative to the manager of the department wherein the incident which gave rise to the grievance occurred. The department manager must give his/her written answer within three (3) working days, weekends and holidays excluded.

Step 2. If no satisfactory settlement is reached in Step 1 within three (3) working days, the grievance shall be in writing and advanced to Step 2 by the Union representative, who will discuss



the grievance with the Division director. Within three (3) working days, the Division director shall give his/her written answer.

Step 3. If no satisfactory settlement is reached in Step 2, the Union shall forward the grievance within seven and one-half (7-1/2) working days to the Personnel/Labor Relations Director. The Director will arrange to meet with the Union Committee within seven and one-half (7-1/2) working days after receipt of such grievance. Within seven and one-half (7-1/2) working days following, the Director will render his/her decision, incorporating the detailed position of the Employer in respect to the grievance. If a satisfactory adjustment has not been reached after ten more working days, either party shall not have more than forty-five (45) calendar days to elect to submit the grievance to arbitration; evidence of this election shall consist of a written notice to that effect given to the other party.

Section 2. Extension of Time Limits: In any of the foregoing steps, the time allowed for discussion, adjustment, or appeal to the next step may be extended by mutual agreement.

Section 3. Arbitration: (a) Either party shall apply to the Federal Mediation and Conciliation Service for a panel of arbitrators. The Employer and the Union shall each, within fourteen (14) calendar days after receiving the panel, alternately strike one name from the list; the person finally remaining shall be the arbitrator.

(b) The arbitrator shall then hear the evidence and, without unfavorable delay, give the decision, with the award or remedy not to exceed that requested in the grievance, which shall be final and binding on both parties.

(c) The arbitrator shall have no authority to add to, detract from, or in any way modify the terms of this Agreement or the wage rates set out in Article VIII.



(d) The fees and expenses of the arbitration shall be borne equally by the Employer and the Union.

## **ARTICLE VI - Representation**

Section 1. Seniority: (a) The seniority of any employees working for the Employer on July 14, 1955, shall mean length of service with the Employer in work now covered by the bargaining unit. The seniority of any employee hired subsequent to July 14, 1955 shall be measured from the first day on which employee is hired into current employment.

(b) The seniority privileges of any employee shall terminate under any of the following conditions:

1. When employee is laid off for a period of more than one year.
2. When a laid-off employee fails to give notice of his intention to return to work within forty-eight hours after the Employer has sent to his last-known address a certified letter requesting employee's return (a copy of such letter must be sent to the Business Agent of the Union.)
3. When employee gives such notice but fails to return to work within three (3) days after giving notice of intent to return to work, unless unusual circumstances prevent reporting, or unless notice of resignation must be given to a secondary employer, in which cases maximum two weeks from date letter has been sent will apply.
4. When employee submits his resignation to the Employer.
5. When employee is discharged for just cause.
6. When employee violates the terms of a leave of absence.
7. When employee is pensioned by the Employer.



8. When employee is absent more than three (3) days without reporting the absence to the supervisor, unless there are unusual circumstances that prevent reporting.

(c) Seniority shall continue to accumulate during suspensions for disciplinary reasons.

(d) The seniority occupational group shall be:

1. Customer Relations:

	Utility Truck Reader
Cashier	Meter Reader/Truck
Chief Meter Reader	Meter Reader
Credit & Collection Clerk I	Permit Specialist
Credit & Collection Clerk II	Receptionist/Phone-in
Data Control/Audit-Error Spec.	Receptionist/Walk-in
Customer Relations Rep./Cashier	Security Guard
Customer Relations Rep.	Senior Permit Specialist
Data Control Specialist	Utility Clerk I
File Clerk	Utility Clerk II
Information Specialist	Work Order Clerk

2. Office Services

	General Utility Clerk III
General Utility Clerk I	Mail Clerk
General Utility Clerk II	Utility Clerk II



The seniority list shall be kept current by the Employer at all times, and by January 31 of each year shall submit such list to the Union for concurrence, and it shall then be posted on the bulletin board for thirty (30) days.

Section 2. Probationary Employees: (a) An employee shall be deemed a probationary employee for the first three months.

(b) The Employer shall have the exclusive right to discharge such probationary employee at any time with or without cause.

(c) Upon completion of the probationary period, the employee shall be placed on the seniority list as a regular employee and credited with the seniority and service which accumulated during the probationary period and shall be entitled to all rights and privileges of this Agreement.

(d) The Employer shall promptly notify the Union of all new employees hired.

Section 3. Temporary Employees: (a) The Employer shall have the right to hire temporary employees to perform work of a limited duration so long as such hirings do not result in the demotion, replacement, or layoff of regular employees, nor prevent the filling of vacancies, nor keep regular employees from promotional opportunities, except as may be required under Article VI, Section 7, Technological Job Changes.

(b) A temporary employee shall be paid at rates to be determined by the Employer for a period not exceeding 90 days. A temporary employee who fills in for vacancy or need beyond 90 days shall be paid not less than the minimum for the job performed as reflected in wage schedules. The application of the General Regulations and Working Conditions shall be at the discretion of the Utility.

(c) The Employer shall notify the Union whenever a temporary employee is hired for work



covered by this Agreement, stating the purpose of which he is being hired and the approximate period of employment.

Section 4. Bids and Promotions: (a) Promotions shall be made by the Department Head subject to review and approval by the Personnel/Labor Relations Director, so that the best qualified person is promoted.

(b) Where fitness, ability, efficiency and other qualifications appear to the Employer, as evidenced in its records and experience to be relatively equal, seniority shall govern.

(c) When an employee leaves a job classification covered by this Agreement for reasons other than layoff, the Employer within fifteen (15) calendar days shall either notify the Union that the employee shall not be replaced or shall post on its bulletin boards an invitation for bids on the job classification, describing the duties, skills, and qualifications and the wage or salary rate to be paid. When an additional position in a job classification covered by this Agreement is to be filled, a notice shall be similarly posted.

(d) Each such notice shall be posted for **five** working days; all bids must be submitted before the end of this posting period. An employee, or a Union officer on his/her behalf, shall submit his/her bid in triplicate; the employee shall keep one copy and deliver the remaining copies to the Employer, which, in turn, shall promptly deliver one to the Union.

(e) Within two calendar weeks following the close of the posting period, the Employer shall make its selection from among those bidding and shall post the name of the person selected. However, the Employer will notify the Union of the person selected before the decision is announced. An employee promoted to a higher-paying position shall be slotted into such position at the rate closest to her/his current rate without loss.



(f) If an employee with greater seniority is bypassed in filling any such vacancy, he shall be informed of the reasons therefore. An employee who makes application for any such vacancy and does not receive the requested transfer shall, upon request, be informed of the reasons therefore. If the Employer judges that there were no qualified bidders, it shall so inform the Business Agent and those who bid for the job.

(g) In filling any such vacancy, the employee shall be considered in a learning capacity for a period not to exceed ninety (90) **calendar** days, in a temporary transfer status. The employee shall either be returned to his former classification prior to the expiration of the ninety (90) days, or shall receive the permanent classification after the ninety (90) day period.

(h) When a temporary vacancy, such as one created by illness or a leave of absence or excessive workload, occurs in a job classification covered by this Agreement, the Employer shall have the right to fill such vacancy by appointing a temporary incumbent. However, if the regular incumbent is expected to be absent for more than three months, then the vacancy shall be filled as set out in the foregoing paragraphs of this Section 6. All transfers made in accordance with this paragraph shall be provisional only and shall be revoked by the return of the regular incumbent.

Section 5. Temporary Transfers: (a) If an employee is temporarily transferred for two or more hours to a job having a higher rate of pay, he shall receive the higher rate of pay for the entire time so worked. If this higher rated job contains wage time steps, he shall first enter the job at the first step and shall accumulate credit for time spent on the job. He shall receive either his own rate or the rate of the step he enters, whichever is greater.

(b) If an employee is temporarily transferred to a job having a lower rate of pay, he shall not suffer a reduction in his rate of pay.



(c) If an employee is permanently transferred to another job, he shall receive the rate of pay for the job to which he is transferred.

Section 6. Layoff: (a) When layoffs become necessary, the employees with the least seniority within a seniority occupational grouping shall be laid off in reverse order of seniority to the extent that shall be determined by the reduced work available. **All employees shall receive a a two (2) calendar week layoff notice.**

(b) An employee subject to layoff shall displace the least senior employee of lesser seniority in a classification of equal or lower level, provided he is qualified to perform the work. In the event that this is not possible, the employee shall be laid off.

(c) Any employee transferred to another job classification in accordance with the terms of this section shall receive their present hourly rate and remain frozen at same until they have accumulated the necessary length of time on the job as outlined in the wage schedule. In no instance will an employee receive greater than the maximum rate in that classification.

(d) When adding to the forces, those most recently released within a period of one year on account of curtailment of work shall be the first reemployed, if available and qualified, provided they are physically able to return to work.

Section 7. Technological Job Changes: (a) The Employer may find it necessary or desirable to make changes in equipment, operation, or the organization of work which could result in changing the duties of any job classification. When such revisions are necessary, the Employer shall furnish the Union full information on the impending changes and discuss the changes with the Union.



(b) An employee displaced from his job classification as a result of such changes or found to be disqualified may bump into a job on the same or lower salary level provided he is qualified, according to Section 6 of this Article.

## **ARTICLE VII - General Regulations and Working Conditions**

### **Section 1. Work Schedule:** (a)

1. The offices will be open between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to serve the public.

2. Each section will have posted, in a conspicuous place, a sign-in/sign-out sheet to be used by all employees to post time reporting in and out at the beginning and end of the workday, and to record breaks and lunch hours.

3. Five-day workweeks are required. Any time worked in excess of eight (8) hours per day will not be reimbursed at time and one-half, unless supervisors deem overtime necessary.

4. Working through breaks and lunch periods may not be used as a means of reducing the length of the workday.

5. Lunch periods shall be not more than sixty (60) minutes.

(b) Two fifteen-minute rest periods with pay for each day worked shall be granted to each employee except those doing field work. The first such rest period shall be taken prior to the normal lunch period. These rest periods shall be taken at such times as will minimize the disruption of the work of the office.

(c) Basic workweeks of other than Monday through Friday and basic workdays other than 8:00 a.m. to 5:00 p.m., as deemed appropriate by management, may be established, for good and



sufficient cause, but such schedules shall not be utilized to meet sporadic or temporary workloads. Furthermore, the employee with the greatest seniority shall be afforded preference in filling these schedules. (Sunday Excluded.)

(d) However, prior to such changes being made, the Employer will give 72 hours advance written notice of such changes to the Union, setting forth in the notice the circumstances which necessitate the change. Upon receipt of such notice, the Union shall have the right to meet with the Employer to discuss any responsible objections to the change. Where responsible objections are made by the Union, the Employer will make every reasonable effort to satisfy such objection.

(e) Reference herein to workweeks or workdays shall not be construed as a guarantee of any number of hours of work per day or week for any employee.

Section 2. Notification of Absence: (a) When reasons beyond employee's control (such as emergency, medical or other critical or serious circumstance) cause an employee to anticipate being late or absent from work, he shall give notice as far in advance as possible to his supervisor.

(b) If he does not have just cause for failing to give notice, then after due warning and after notice to the Union, he shall be subject to appropriate disciplinary actions.

Section 3. Sick and Accident Leave: (a) **Employees who become members of this bargaining unit after December 31, 1995 shall accrue paid sick leave at the rate of one and fifty-four hundredths (1.54) hours per week for each week of full employment during which the employee is actively employed, on any type of paid leave for any portion of the week. Employees who were members of this bargaining unit prior to January 1, 1996 shall accrue paid sick leave at the rate of two and thirty-one hundredths (2.31) hours per week for each week of employment during which the employee is actively employed, on any type of paid leave**



for any portion of the week. However, if an employee is a member of this bargaining unit prior to January 1, 1996, and falls within one of the four categories of sick use abuse, the employee's paid sick leave accrual rate shall drop to the rate of one and fifty-four hundredths (1.54) hours per week during the period of abuse and for one year thereafter. Sick leave accrual begins on the first day of employment, however, probationary employees shall not be entitled to use it until completion of ninety (90) days. The meaning of full employment, for sick accrual, shall mean beside all time worked, shall also mean any time off such as vacation, holidays, etc., and any approved time off such as doctor's appointments, being late for good and sufficient reasons as snow storms, etc.

In no instances will sick time be accrued for: 1) full weeks of personal sick absence or occupational accident, 2) leaves of absence, 3) layoff, 4) disciplinary layoff, 5) time off not approved by the City, 6) evidence of sick leave abuse.

Sick pay will not be granted until the 90-day probationary period is completed.

(b) **Abuse of Sick Leave Privileges.** Use of sick leave shall be deemed abusive under the following circumstances:

1. One or more occurrences of absence charged to sick leave per month over a period of six (6) consecutive months.
2. Four or more occurrences of absence charged to sick leave in any three-month period.
3. Maintaining a sick leave balance of less than forty (40) hours, through use of short, one- or two-day absences charged to sick leave, for a period of three months or longer. (This provision shall not apply to employees with one (1) year or less of service to the City.
4. Two (2) or more occurrences of absence charged to sick leave on the day before, or the day after, a scheduled holiday or vacation period within a calendar year.



**Any employee who falls in any of the above four categories shall be notified in writing, with a copy to the Union, that she/he shall be required to submit a medical certificate before any subsequent absence is paid as sick leave, for a period of six (6) months. Such notice shall also advise the employee of his/her right to rebut the presumption of abuse. An employee may seek to rebut the presumption of abuse through medical records or doctor's reports, for the purpose of extending the period of review prior to becoming subject to documentation requirements. Absences due to sickness or injury that are documented by medical records, or doctors reports shall not be counted as an occurrence. Absences due to the same illness or injury shall be counted as one (1) occurrence. Absences due to a workman compensation claim shall not be counted as an occurrence.**

(c) If a regular, hourly-rated employee is absent from work because he is disabled for more than one of his scheduled working days then, beginning with the first day of absence from work, the employee shall be entitled to sick leave allowances, payable for the duration of that disability or until his sick leave credit is exhausted. An employee who reports for work as scheduled and is sent home because of illness while at work shall be entitled to sick leave allowances for the remainder of the shift, until his sick leave is exhausted. If the employee elects to leave his work area without being sent home by management he will not be paid for the remainder of the shift.

(d) If a regular employee is injured by accident arising out of and in the course of his/her employment, he/she shall be paid for the remainder of any shift during which the injury occurred as if he/she had worked the entire scheduled shift.

If a regular employee is temporarily disabled as the result of such an injury and the injury did not result in casting or overnight hospitalization, he/she shall be entitled to the benefits provided



by I.C. 22-3-3-7.

An employee may use sick leave during such temporary disability. However, if the employee uses sick leave during the first seven (7) calendar days of any such disability, he/she shall refund to the Employer any daily or weekly benefits paid to the employee under state Workers' Compensation laws for those first 7 calendar days, (if the disability continues for longer than twenty-one (21) days) and have two-thirds (2/3) of the sick leave hours used restored to him/her. Furthermore, if the employee uses sick leave following, and including, the eighth (8th) day of such disability, he/she shall refund to the Employer any daily or weekly benefits paid to the employee under state Workers' Compensation laws and have 2/3 of the sick leave hours used restored to him/her.

If a regular employee is injured by an accident arising out of and in the course of his/her employment and the employee has exhausted all of his/her sick leave, the employee shall be entitled to no additional compensation from the Employer except those benefits provided under the state Workers' Compensation laws unless the injury resulted in casting or overnight hospitalization. If an injury resulted in casting or overnight hospitalization, the employee shall be paid, in addition to those benefits provided under the state Workers' Compensation laws, the difference between the employee's normal, straight-time hourly or weekly wage rate and any such Workers' Compensation benefits. However, such payments shall not exceed four hundred eighty (480) hours.

(d) If an employee becomes ill or is injured while on vacation, the scheduled vacation time shall be counted as vacation. If the disability continues beyond the scheduled time of vacation, the sick leave allowances (if any) shall begin on the first consecutive scheduled working day after the end of the scheduled vacation.

(e) If an employee is laid off, any sick leave allowances to which he may be entitled shall



terminate upon the effective date of the layoff if the employee has been notified of the layoff prior to the beginning of the disability. If the notice of layoff is given after the employee becomes disabled, the employee shall be entitled to sick leave allowances for the duration of that disability.

(f) If an employee has been granted a leave of absence of more than thirty calendar days and that employee becomes disabled before the effective day of the leave, any sick leave allowances to which he may otherwise be entitled shall cease upon the effective date of the leave. If an employee becomes disabled while on any such leave of absence, he shall not be entitled to any sick leave allowances for that disability.

(g) To be entitled to any sick leave and accident allowances hereunder, the employee with respect to each disability shall:

- 1) Be a regular employee.
- 2) Have sick leave credit when he becomes disabled.
- 3) Have reported the cause of his absence before the end of the first scheduled working day of absence.
- 4) Promptly present a physician's certification that he is disabled, if requested by the Employer.
- 5) Promptly adopt such remedial measures as may be commensurate with his disability and permit such reasonable examination and inquiries by the Employer's medical representatives as, in the Employer's judgment, may be necessary to ascertain his condition.

(h) An employee on sick leave shall notify his supervisor as far in advance as possible of the day on which he intends to return to work. If he returns without so notifying his supervisor and if such return would result in extra costs and inconvenience due to rescheduling work, the employee



may be sent home without pay for that day.

(i) No paid sick leave shall be allowed for injury caused by willful violence or as a consequence of working for compensation outside the Employer.

(j) Any overpayment of sick and accident leave allowances because of an error or mistake in determining the eligibility or a later discovery of relevant material facts, such as the applicability of any of the exclusions set out in paragraph (i), shall be deemed an advance to the employee and the amount thereof, upon discovery of such overpayment, shall be immediately due and payable by the employee to the Employer. In like manner, any sick and accident leave allowances for an on-the-job injury covered by other payments for time off from Worker's Compensation and/or from a third party as set out in paragraph (d) above shall be deemed an advance and the amount thereof shall be due and payable by the employee to the Employer upon his receipt of such other payments.

Section 4. Leave of Absence: (a) A maximum of thirty calendar days leave of absence without pay or any other benefits in any calendar year may be granted to an employee for reasons other than illness and recuperation therefrom with the written approval of the department manager, provided he can be spared from duty. Such leave may be extended to six months with the written approval of the Personnel/Labor Relations Director. Subsequent extensions may be granted by approval of the Personnel/Labor Relations Director. While on such leave, the employee shall not be deemed to have forfeited his seniority and rights.

(b) If the employee remains away more than the approved leave term or accepts employment elsewhere while on such leave without the written consent of the Employer, his employment and rights with the Employer shall be considered terminated.

(c) Each request for leave shall be considered on an individual basis and shall be granted or refused according to its merit. Any leave taken shall be without pay.



Employees exceeding the thirty (30) days regular, illness, or maternity leave who elect to return to work, and are physically and contractually qualified, will bump the employee having the least seniority in the classification that is equal or lower, provided the affected employee has the qualifications to perform the job. If the employee returning from such leave of absence does not qualify for such job, he will be laid off. The employee no longer required shall be laid off.

**Section 5. Funeral Leave:** (a) In the case of the death of a member of the immediate family of an employee, the employee shall be granted a maximum of three (3) consecutive work days off with straight time pay to attend the funeral and to attend to administrative details. Members of the Immediate Family include; Spouse, Children/Step-Children, Parents/Step-Parents, Father/Mother-in-Law, Brothers/Sisters, Half Brothers/Sisters, Brothers/Sisters-in-Law, Sons/Daughters-in-Law, Aunts and Uncles, grandparents/Grandparents of Spouse, Grandchildren, whether of nature relationship, legally adopted or under legal guardianship of the employee. Proof may be required before granting this benefit.

(b) In the case of the death of an employee's niece or nephew, he/she shall receive upon request a maximum of one scheduled work day off, without loss of regular pay, for the purpose of attending the funeral and/or fulfilling other customary duties, provided such duties are performed prior to or within one week after the funeral. Proof may be required before granting this benefit.

**Section 6. Jury Duty:** (a) An employee absent from his duties with the Employer because of Jury Duty shall receive the difference between his base pay and the payment received for the period of jury service upon presentation of proper evidence.



(b) If an employee is subpoenaed to appear in court as a witness or defendant in a case in which the employee has no personal interest, he shall be allowed a maximum of one day's leave without loss of pay.

Section 7. Military Leave: All employees who are Indiana National Guard or Reserve, or active-duty personnel, shall be given leave and entitled to pay in accordance with applicable federal and state law.

Section 8. Vacation: (a) Upon completion of one (1) full year of service, the employee shall be eligible for two weeks (10 days) of paid vacation. Vacation time is accrued at the rate of 1.54 hours for each week employed in a pay status or the equivalent of two (2) weeks per year. Subsequent to the one year anniversary date, vacation time may be used as it is accrued, with supervisor approval. Time which has not been accrued may not be taken.

(b) When an employee completes five (5) years of continuous service he/she shall accrue vacation at the rate of 2.31 hours for each week employed in a pay status or the equivalent of three (3) weeks per year. This time may be used as it is accrued, with supervisor approval. Time which has not been accrued may not be taken.

(c) When an employee completes fourteen (14) years of continuous service, he/she shall accrue vacation at the rate of 3.08 hours for each week employed in a pay status or the equivalent of four (4) weeks per year. This time may be used as it is accrued, with supervisor approval. Time which has not been accrued may not be taken.

(d) Current employees hired prior to January 1, 1996 with less than 20 years of service shall receive a longevity bonus (40 hrs. x hr. rate) payable upon 20 years of service and each year thereafter. The payment shall be a lump sum payment paid during the first pay period after the employee's anniversary date.



**(e) Current employees with 20 years or more service as of December 31, 1995 shall have the choice of taking a fifth week of vacation or receiving the longevity payment defined in paragraph (d). The initial choice must be made by April 1, 1996, and the choice for each subsequent year after 1996 must be made by September 16 of the prior year.**

**(f) Unused vacation shall automatically be carried over into the next year. In no event will more than one year of vacation accrual be carried over. Amounts of more than one year carry-over shall be reimbursed to the employee.**

**(g) For the purposes of this Section, the phrase "continuous service," when applied to any employee who has been continuously in the service of the City Utilities since July 14, 1955, shall be defined as his total service, even if his service prior to July 14, 1955, had been interrupted by periods of being sent out of the Utilities' employ.**

**(h) When a paid holiday occurs during an employee's vacation, the supervisor of his department shall have the option of allowing such employee either an additional day of paid vacation (to be taken at a time mutually agreeable to the supervisor and the employee) or an additional day's pay. The Employer shall notify the employee before his vacation leave begins of its choice of these alternatives.**

**(i) If an employee is called back to work on one or more of the days for which he is receiving vacation pay, he shall be paid according to the standard overtime provisions of Section 12.**

**(j) When setting the schedule of vacations, the Employer shall respect the wishes of the employees in order of their seniority as far as the needs of its service will permit.**

**(k) The employee shall give one (1) working day notice to use vacation time in one or two day increments subject to same emergency exceptions that cover use of personal time.**



(l) The employee shall give 72 hours notice to use vacation time in more than two (2) day increments.

(m) Upon termination of City employment, the employee shall be paid for all accrued and unused vacation.

Section 9. Personal Time: (a) Separate and independent of vacation and sick leave allowances, full time employees shall receive personal days off with pay each year based on the schedule below:

<u>First Calendar Year of Employment</u>		<u>Future Calendar</u> <u>(*2nd, 3rd and 4th Calendar)</u>
		<u>Years</u>
Jan	5	5
Feb	5	5
Mar	5	5
Apr	5	5
May	3	5
Jun	3	5
Jul	3	5
Aug	3	5
Sep	2	5
Oct	2	5
Nov	2	5
Dec	2	5

(b) Employees hired after December 31, 1995 will receive five (5) personal days per year.

(c) \*Employees hired prior to January 1, 1996 will receive six (6) personal days and a longevity bonus equal to sixteen (16) hours x hourly rate per year at five (5) years of service and every year thereafter. The longevity bonus payment defined in this paragraph shall be made in the first pay period following the employee's anniversary date.



**\*NOTE: If the Birthday holiday is taken before this contract is ratified in 1996, the day taken shall count towards the employee's allotted personal days for 1996.**

(d) Personal time will be taken separately from any vacation time, and must be approved by management at least one (1) working day prior to requested day(s) off. In the event of an emergency as determined by the department manager, the one working day notice may be waived.

Section 10. Legal Holidays: (a) Holidays, within the meaning of this Agreement, shall be:

New Year's Day	Veterans Day
M.L. King's Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day

or days celebrated for the foregoing. Holidays falling on Sunday shall be celebrated on the following Monday. Holidays falling on Saturday shall be celebrated on the preceding Friday. Holidays falling on consecutive days of Friday and Saturday shall be celebrated on Thursday and Friday, and holidays falling on consecutive days of Sunday and Monday shall be celebrated on Monday and Tuesday.

If additional holidays are established by Common Council, bargaining unit employees will receive such additional holidays; however, annual personal days shall be reduced by the number of such additional holidays granted.

(b) Each hourly rated employee covered herein, subject to the limitations of the following paragraph (c), shall be allowed as holiday pay the equivalent of his regular straight time pay for each of the holidays recognized in this Agreement, whether such holiday falls on his regularly scheduled work day or not.



(c) The aforesaid holiday pay shall not be allowed to an employee who is absent from work on the scheduled work day previous to or following the holiday unless a reason satisfactory to the Employer is given.

(d) If an employee works on a holiday, he shall receive, in addition to his holiday pay, regular, straight-time pay for the hours actually worked.

Section 11. Premium Pay & Overtime: (a) Except as provided elsewhere, all work performed outside the established working hours by hourly paid employees shall be paid for as provided in G-22-92. Premium pay, at one and one-half times the regular rate, shall be paid for hours actually worked in excess of forty (40) in any seven (7) day work cycle. The work cycle shall begin at 12:01 a.m. Sunday and end at 12:00 midnight Saturday. Paid leave, other than the use of earned compensatory time and holidays, shall not be counted toward the forty (40) hour base. Time worked on holidays shall be paid for as set out in Section 11, "Legal Holidays."

(b) As far as is practicable, all overtime work shall be equally and impartially divided among the employees who generally work on the class of work being performed at the overtime rates. However, in the Meter Department, all overtime and night skip readings shall be performed only by Meter Readers who normally read daily on routes.

(c) A minimum of four hours of straight time pay shall be allowed to all employees who are called back to work after they have been released from their regular day's work. Time will start when employee reports for work.

(d) A shift premium of twenty (20) cents per hour shall be paid for all hours actually worked of a shift having fifty (50) percent or more of the shift hours scheduled between 6:00 p.m. and 12:00 midnight; a shift premium of twenty-five (25) cents per hour shall be paid for all hours actually worked of a shift having fifty (50) percent or more of the shift hours scheduled between 12:00



midnight and 6:00 a.m.

Section 12. Disciplinary Action: The Union shall be notified prior to the Employer's taking disciplinary action against any employee covered by this Agreement, except in extreme emergency situations.

Section 13. Alcoholic Beverages and Intoxicating Substances:

The Union understands and reaffirms the established Employer rule prohibiting consumption of alcoholic beverages and intoxicating substances during working hours, or at break periods. Alcoholic beverages and intoxicating substances shall not be brought on Employer property (including City vehicles) at any time. Violation of the above shall be cause for immediate dismissal.

Section 14. Safety Practices: (a) The Employer shall pay one-half toward the cost of safety shoes (limit of two (2) pair per year.) The Employer shall also pay one-half toward the cost of one pair of industrial safety glasses as approved by the Safety Department with receipt of purchase (limit of one (1) pair per year.) This does not include the cost of any examination required to obtain prescription safety glasses. If safety glasses are broken in the work area when working, the Employer will replace them at the entire cost to the Employer.

(b) The Employer agrees to provide uniform rental service for the appropriate employees.

Section 15. Insurance: (a) The Employer agrees that group life, medical, and dental insurance benefits and the long-term disability program provided to the City's exempt employees shall be extended to all bargaining unit employees, and will remain in full force and effect for the life of this Agreement. Effective January 1, 1996 through December 31, 1996, insurance copayment rates for bargaining unit employees, for the basic \$250 deductible plan, shall be **\$31.25** per month for employee only, **\$50.00** per month for employee plus one dependent, and **\$77.50** per month for employee plus two or more dependents. If the copayment rates for non-union employees, for the



basic \$250 deductible plan, are less than the foregoing amounts for 1996, bargaining unit employees will pay the lower rates. Bargaining unit employees shall pay the same rates as non-union employees in 1996 and thereafter, except that the maximum copayment rates for the basic \$250 deductible plan in 1997 shall be no more than \$34.40 for employee only, \$55.00 for employee plus one dependent, and \$85.25 for employee plus two or more dependents. **The maximum copayment rates for the basic \$250 deductible plan in 1998 shall be no more than \$37.84 for employee only, \$60.50 for employee plus one dependent, and \$93.77 for employee plus two or more dependents. If the copayment rates for non-union employees, for the basic \$250 deductible plan, are less than the foregoing amounts for 1997 and 1998, bargaining unit employees will pay the lower rates.** Bargaining unit employees may participate in all other group plans at rates established by the Employer.

(b) Each employee who retires under one of the programs cited in Section 17(b) (Retirement) of this Article VII and who has at least eight years of continuous service at retirement shall receive \$5,000 term life insurance for the rest of his/her life. Employees who retire under the terms of any of our recognized retirement programs with the minimum of five years consecutive service shall be eligible to participate in the current retirees' group plan at rates determined by the carrier.

(c) Termination of Insurance: All insurance policies will terminate for the following reasons:

- 1) Termination of employment;
- 2) Thirty (30) days after date of layoff;
- 3) City employees on legitimate regular, illness or maternity leave of absence will be covered under City insurance plans for thirty (30) calendar days. If an employee elects to extend such insurance coverage beyond the 30 calendar days, he may do so by contacting the Payroll



Department and arranging to pay the full insurance premium at the existing rate at the time of the leave of absence;

4) Strike or slowdown.

(d) Eligibility: Employees actively at work on the first day following their first thirty (30) days of employment shall be eligible for all insurance plans covered under this Agreement.

Section 16. Retirement or Resignation: (a) Accrued sick time pay shall be granted to employees who retire , under the terms of any of our recognized retirement programs **or resign after ten (10) years of service with the City of Fort Wayne.** The retirement programs shall include the Public Employee's Retirement Fund and the Federal Social Security Program. Eligibility for accrued sick time pay shall be restricted to employees with a minimum of five consecutive years of service under the terms of this Agreement immediately prior to retirement.

Upon retirement **or resignation after ten (10) years of service**, an employee shall receive credit for all accumulated sick time and shall be paid for said time at the following rates:

(a) \$1.00 for each hour up to and including 520 hours.

(b) Twenty-five (25) percent of the employee's hourly rate at time of retirement for each accumulated hour over 520.

In lieu of (b) above, an employee may use such accumulated sick leave over 520 hours to purchase group health insurance the Employer is required to make available to retired employees under I.C. 5-10-8-2.6, with credit given at fifty (50) percent of the employee's hourly rate at time of retirement for each accumulated hour over 520. In the event of the retiree's death, any unused sick time benefit may be used by or paid to his/her designated beneficiary, or, if no beneficiary has been designated, to the retiree's estate. Unused sick leave credit not used to purchase group health insurance may only be paid at 25 percent of hourly rate at time of retirement.



(b) Pension Fund: All bargaining unit employees shall be covered by the Public Employees' Retirement Fund of Indiana (PERF) and will be credited with all prior service with the Employer whether previously covered by PERF, Municipal Utilities Pension Fund (MUPF), or no pension plan. Employees with broken service will be credited for past service in accordance with the rules of the Plan Administrator.

### **ARTICLE VIII - Wage Schedules**

Notice of any action taken by the Employer after the effective date of this Agreement in the matter of adding, abolishing, or rerating positions because of changes of duties or functions shall be promptly given by the Employer to the Union. If the Union feels that any such action by the Employer is erroneous, it shall so notify the Employer in writing within thirty (30) calendar days and such matter may be made a grievance under the provisions of Article V.

The Employer may employ workers in any of the classifications listed in the following schedules at the indicated beginning step rate or at a higher step rate in the event the previous experience and qualifications of such employee entitles him to such higher step rate.



**OPEIU #325 - Civil City Office**

**Schedule A**

Effective January 1, 1996, the wage schedule for regular authorized positions shall increase 2.5% and shall be as follows:

<b>Office Services</b>	<b>First 3 Months</b>	<b>4 thru 9 Months</b>	<b>10 thru 18 Months</b>	<b>over 18 Months</b>
General Utility Clerk I	7.819	7.999	8.287	8.927
General Utility Clerk II	8.845	9.049	9.248	10.396
General Utility Clerk III	10.427	10.816	11.207	11.990
Mail Clerk	8.367	8.575	8.789	9.445
Utility Clerk II	12.045	12.642	12.795	13.372



**OPEIU #325 - Civil City Office**

**Schedule B**

Effective January 1, 1997, the wage schedule for regular authorized positions shall increase 3.75% and shall be as follows:

<b>Office Services</b>	<b>First 3 Months</b>	<b>4 thru 9 Months</b>	<b>10 thru 18 Months</b>	<b>over 18 Months</b>
General Utility Clerk I	8.112	8.299	8.597	9.262
General Utility Clerk II	9.177	9.388	9.595	10.785
General Utility Clerk III	10.818	11.222	11.628	12.440
Mail Clerk	8.681	8.896	9.119	9.799
Utility Clerk II	12.497	13.116	13.275	13.874



**OPEIU #325 - Civil City Office**

**Schedule C**

Effective January 1, 1998, the wage schedule for regular authorized positions shall increase 3.25% and shall be as follows:

<b>Office Services</b>	<b>First 3 Months</b>	<b>4 thru 9 Months</b>	<b>10 thru 18 Months</b>	<b>over 18 Months</b>
General Utility Clerk I	8.376	8.569	8.877	9.563
General Utility Clerk II	9.475	9.693	9.907	11.136
General Utility Clerk III	11.169	11.587	12.006	12.844
Mail Clerk	8.963	9.186	9.415	10.117
Utility Clerk II	12.903	13.543	13.706	14.324



WHEREAS, the City of Fort Wayne has recognized that the Office and Professional Employees' International Union Local 325, AFL-CIO, represents a majority of the employees in the below-described unit, and

WHEREAS, the Unit covers all employees in job classifications listed in Schedules A, B, and C of the Agreement,

THEREFORE, be it resolved that this Agreement shall become effective the 1st day of January, 1996, and shall remain in full force and effect through the 31st day of December, 1998.

FOR THE CITY:

FOR THE UNION:

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Paul Helmke  
Mayor

---

**Eric Harris**  
President

---

J. T. McCaulay  
Law/Labor Relations

---

C. Stanley Robinson  
Vice President

---

**Payne D. Brown**  
**Public Safety/Human Resources**

---

Robin L. France  
Treasurer

---

Terry L. Atherton, Director  
City Utilities

Date: \_\_\_\_\_



**DIGEST SHEET**

**TITLE OF ORDINANCE:**

Special Ordinance

**DEPARTMENT REQUESTING ORDINANCE:**

Civil City

**SYNOPSIS OF ORDINANCE:**

Ratifies agreement with OPEIU for 1996 - 1998.

**EFFECT OF PASSAGE:**

Agreement approved.

**EFFECT OF NON-PASSAGE:**

Agreement Not Approved.



BILL NO. S-96-03-03

REPORT OF THE COMMITTEE ON  
FINANCE  
THOMAS C. HENRY - JOHN N. CRAWFORD - CO-CHAIR  
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) (~~XXXXXXXXXX~~ RESOLUTION) of the Common Council  
ratifying a collective bargaining agreement for employees of the City  
of Fort Wayne/Civil City represented by the OFFICE & PROFESSIONAL  
EMPLOYEES INTERNATIONAL UNION LOCAL #325 for the years 1996, 1997 and  
1998

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) (~~RESOLUTION~~)

DO PASS

DO NOT PASS

ABSTAIN

NO REC

<u>Thomas C. Henry</u>	_____	_____	_____
<u>John N. Crawford</u>	_____	_____	_____
<u>Debra Hall</u>	_____	_____	_____
<u>Alfred Gaura</u>	_____	_____	_____
<u>Martin A. B. C.</u>	_____	_____	_____
<u>John W. Campy</u>	_____	_____	_____
<u>D. Schmitt</u>	_____	_____	_____
<u>Thomas E. Highmire</u>	_____	_____	_____
<u>Clifton R. Edmonds</u>	_____	_____	_____

DATED: 3-26-96.

Sandra E. Kennedy  
City Clerk